

SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) Process: Creating and uploading SGLV Form 8286 into the Electronic Military Personnel Office (eMILPO) System

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access the Electronic Military Personnel Office (eMILPO) website	Personnel Manager or Designated Administrative Personnel access the eMILPO website using the following link: https://emilpo.ahrs.army.mil , using their Army Knowledge Online (AKO) username and password.			AKO eMILPO	During this process, the Soldier sits with the Personnel Manager or Designated Administrative Personnel while they input SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) into eMILPO.
2	Input Army Knowledge Online (AKO) username and password (AKO & eMILPO)	Personnel Manager or Designated Administrative Personnel inputs AKO username and password.			AKO eMILPO	
3	Click on "eMILPO" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "eMILPO" under the 'Application' section located on the left hand side of the screen.			eMILPO	After 30 days of inactivity, eMILPO will lock a user out of the system. Users must then contact their system administrator.
4	Click on "Accept" (eMILPO)	The DoD Security Statement appears on the screen and the Personnel Manager or Designated Administrative Personnel clicks on "Accept."			eMILPO	
5	Click on "Servicemen's Group Life Insurance" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Servicemen's Group Life Insurance" under the 'Personnel Services' section located on the left hand side of the screen.			eMILPO	

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6	Select "SSN" (eMILPO)	Personnel Manager or Designated Administrative Personnel selects "SSN" from the 'Search Criteria' dropdown.		SGLV Form 8286	eMILPO	The user can also select "Last Name" or "UIC."
7	Input Soldier's SSN (eMILPO)	Personnel Manager or Designated Administrative Personnel inputs all nine digits of the Soldier's SSN into the box below the 'Search Criteria' dropdown.		SGLV Form 8286	eMILPO	
8	Click on "Add" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Add" located in the middle of the page. The Soldier's SSN moves to the right of the screen in the 'Selected Criteria' box.		SGLV Form 8286	eMILPO	The Personnel Manager or Designated Administrative Personnel can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking "DEL."
9	Click on "Search" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Search" located at the bottom of the screen.		SGLV Form 8286	eMILPO	

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10	Select the box on the appropriate Soldier's row (eMILPO)	<p>A list of Soldier names appears at the bottom of the screen, the Personnel Manager or Designated Administrative Personnel selects the box within the 'Select Deselect' column on the appropriate Soldier's row.</p> <p>The Personnel Manager or Designated Administrative Personnel can select between "Assigned Soldiers" or "Attached Soldiers" when building the search criteria, allowing the separation of assigned and attached Soldiers in the search results. eMILPO defaults to the selection of "Assigned Soldiers."</p>		SGLV Form 8286	eMILPO	If eMILPO was unable to find a Soldier with the selected search/value combination, the system displays a message in the first data row of the Soldier list notifying the user that no match was found and to modify the search/value combination.
11	Click on "OK" (eMILPO)	<p>Personnel Manager or Designated Administrative Personnel clicks on "OK" at the bottom of the screen and the Servicemen's Group Life Insurance Listing page appears.</p> <p>From the Servicemen's Group Life Insurance Listing page, the Personnel Manager or Designated Administrative Personnel can add, remove, or update beneficiaries information.</p>		SGLV Form 8286	eMILPO	
12	Has SGLV Form 8286 been added to eMILPO?	The Soldier's SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) may have been previously added to eMILPO.		SGLV Form 8286	eMILPO	
13	Does the Soldier want coverage at this time?	The Soldier has the option to decline the SGLI coverage.		SGLV Form 8286	eMILPO	

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14	Select "NO COVG" (eMILPO)	If the Soldier wishes not to elect for coverage, the Personnel Manager or Designated Administrative Personnel selects "NO COVG" from the 'SGLI Coverage' drop down box located on the left hand side of the screen.		SGLV Form 8286	eMILPO	
15	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		SGLV Form 8286	eMILPO	
16	Click on "Generate/Print Spouse Notification Letter" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on the "Generate/Print Spouse Notification Letter" hyperlink. eMILPO opens the letter in a separate window and the Personnel Manager or Designated Administrative Personnel prints the letter.		SGLV Form 8286	eMILPO	Spouses must be notified when a Soldier elects no coverage or less than the full amount.
17	Verify current coverage amount (eMILPO)	If the SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) has been previously added to eMILPO, the Personnel Manager or Designated Administrative Personnel verifies the current coverage amount is correct. The current coverage amount is found in the 'SGLI Coverage' drop down box located on the left hand side of the screen.		SGLV Form 8286	eMILPO	
18	Change current coverage amount?	The Personnel Manager or Designated Administrative Personnel may need to change the current coverage amount. The Servicemembers' Group Life Insurance (SGLI) coverage is available in increments of \$50,000 up to a maximum of \$400,000.		SGLV Form 8286	eMILPO	

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19	Select appropriate coverage amount (eMILPO)	If the current coverage amount needs to be updated, the Personnel Manager or Designated Administrative Personnel selects the appropriate coverage amount from the 'SGLI Coverage' drop down list located on the left hand side of the screen.		SGLV Form 8286	eMILPO	
20	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		SGLV Form 8286	eMILPO	
21	Verify all beneficiaries listed (eMILPO)	Personnel Manager or Designated Administrative Personnel verifies all beneficiaries listed on the Servicemen's Group Life Insurance Listing page.		SGLV Form 8286	eMILPO	
22	Add beneficiary?	Personnel Manager or Designated Administrative Personnel have the ability to add a beneficiary into eMILPO for the Soldier.		SGLV Form 8286	eMILPO	
23	Select the box next to "Add Beneficiaries" (eMILPO)	If the Soldier has beneficiaries listed in section 3 of their SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), the Personnel Manager or Designated Administrative Personnel selects the box next to "Add Beneficiaries" located at the bottom of the screen.		SGLV Form 8286	eMILPO	
24	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen and the Servicemen's Group Life Insurance Soldier Data page appears.		SGLV Form 8286	eMILPO	

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25	Input required information (eMILPO)	<p>Personnel Manager or Designated Administrative Personnel inputs required information (identified with a red * next to the field name). The required fields include:</p> <ul style="list-style-type: none"> - Relationship - Name - Beneficiary Type (contingent or principal) - Beneficiary Share (dollar amount (\$), percentage (%), or fraction (#/#)) - Beneficiary amount - Payment Type (lump sum or 36 months) <p>This information is found in section 3 of the Soldier's SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate).</p>		SGLV Form 8286	eMILPO	
26	Add additional beneficiaries?	<p>Personnel Manager or Designated Administrative Personnel have the ability to add multiple beneficiaries into eMILPO for the Soldier.</p>		SGLV Form 8286	eMILPO	
27	Select the box next to "Add Additional Beneficiaries" (eMILPO)	<p>If the Soldier has multiple beneficiaries listed in section 3 of their SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), the Personnel Manager or Designated Administrative Personnel selects the box next to "Add Additional Beneficiaries" located at bottom of the screen.</p>		SGLV Form 8286	eMILPO	
28	Click on "Save" (eMILPO)	<p>Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen.</p> <p>Personnel Manager or Designated Administrative Personnel repeats steps 23-27 when adding each beneficiary.</p>		SGLV Form 8286	eMILPO	

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29	Click on "Save" (eMILPO)	If the Soldier does not have multiple beneficiaries listed in section 3 of their SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), the Personnel Manager or Designated Administrative Personnel clicks on "Save" located on the left hand side of the screen and the Servicemen's Group Life Insurance Listing page appears.		SGLV Form 8286	eMILPO	
30	Remove beneficiary?	Personnel Manager or Designated Administrative Personnel has the ability to remove a beneficiary from eMILPO for the Soldier.		SGLV Form 8286	eMILPO	
31	Select "Remove" (eMILPO)	If the Soldier wishes to remove a beneficiary listed in eMILPO, the Personnel Manager or Designated Administrative Personnel selects "Remove" within the 'Action' column on the appropriate beneficiary's row.		SGLV Form 8286	eMILPO	
32	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		SGLV Form 8286	eMILPO	
33	Click on "Save" (eMILPO)	The beneficiary's record appears in a read-only format and the Personnel Manager or Designated Administrative Personnel verifies that it is the correct record to be removed and "Save" located at the bottom of the screen. eMILPO promotes the user to confirm that the record is to be removed from the system.		SGLV Form 8286	eMILPO	

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34	Click on "Yes" (eMILPO)	A notification prompt appears to ensure the user wishes to remove the record and the Personnel Manager or Designated Administrative Personnel clicks on "Yes" and the Servicemen's Group Life Insurance Listing page appears.		SGLV Form 8286	eMILPO	"Removed" appears within the 'Status' column and remains there for the duration of the work session.
35	Remove additional beneficiaries?	<p>Personnel Manager or Designated Administrative Personnel has the ability to remove multiple beneficiaries from eMILPO for the Soldier.</p> <p>Personnel Manager or Designated Administrative Personnel repeats steps 31-34 when removing each beneficiary.</p>		SGLV Form 8286	eMILPO	
36	Update beneficiary?	Personnel Manager or Designated Administrative Personnel has the ability to update a beneficiary's information in eMILPO for the Soldier.		SGLV Form 8286	eMILPO	
37	Select "Update" (eMILPO)	If the Personnel Manager or Designated Administrative Personnel elects to update a beneficiary, the Personnel Manager or Designated Administrative Personnel selects "Update" within the 'Action' column on the appropriate beneficiary's row.		SGLV Form 8286	eMILPO	
38	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		SGLV Form 8286	eMILPO	
39	Update appropriate field(s) (eMILPO)	Personnel Manager or Designated Administrative Personnel updates the appropriate field(s).		SGLV Form 8286	eMILPO	

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40	Click on "Save" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Save" located at the bottom of the screen and the Servicemen's Group Life Insurance Listing page appears and the Servicemen's Group Life Insurance Listing page appears.		SGLV Form 8286	eMILPO	"Updated" appears within the 'Status' column and remains there for the duration of the work session.
41	Update additional beneficiaries?	<p>Personnel Manager or Designated Administrative Personnel has the ability to update multiple beneficiary's information in eMILPO for the Soldier.</p> <p>Personnel Manager or Designated Administrative Personnel repeats steps 37-40 when removing each beneficiary.</p>		SGLV Form 8286	eMILPO	
42	Update the SGLI election/recertification date and counseling date (eMILPO)	<p>From the Servicemen's Group Life Insurance Listing view, the Personnel Manager or Designated Administrative Personnel updates the date to reflect today's date in the box next to 'SGLI Election/Recertification Date' and 'SGLI Counseling Date (if required).'</p> <p>'SGLI Counseling Date' is the calendar date on which an individual who is likely to be survived by dependents, parents, or other next of kin, is counseled concerning the designation for some other person as beneficiary of the Servicemen's Group Life Insurance Program.</p>		SGLV Form 8286	eMILPO	
43	Click on "Submit" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "Submit" located at the bottom of the screen.		SGLV Form 8286	eMILPO	

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44	Click on "View/Print Form SGLV 8286" (eMILPO)	Personnel Manager or Designated Administrative Personnel clicks on "View/Print Form SGLV 8286" located in the left side of the screen.		SGLV Form 8286	eMILPO	
45	Review Form SGLV 8286	Soldier reviews the printed SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) to ensure all information is accurate.		SGLV Form 8286		
46	Identify error(s) on SGLV Form 8286?	Soldier may identify an error on SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate).		SGLV Form 8286		
47	Update appropriate field(s) (eMILPO)	If the Soldier identifies an error on SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate), the Personnel Manager or Designated Administrative Personnel updates appropriate field(s).		SGLV Form 8286		
48	Select an unusual beneficiary?	<p>The Soldier may have selected an unusual beneficiary.</p> <p>An unusual beneficiary is considered anyone over the age of 18 and does not fit into one of the following relationships with the Soldier:</p> <ul style="list-style-type: none"> - Spouse - Children (including adopted or step-children) - Parent - Sibling (including adopted or step-sibling) 		SGLV Form 8286		
49	Sign SGLV Form 8286	If the Soldier did not select an unusual beneficiary, the Soldier signs the printed SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate).		SGLV Form 8286		

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50	Input statement into SGLV Form 8286	If the Soldier did select an unusual beneficiary, the Personnel Manager or Designated Administrative Personnel inputs the following statement at the bottom of the SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate): "This Soldier was counseled regarding this unusual beneficiary designation."		SGLV Form 8286		
51	Sign SGLV Form 8286	Soldier signs the printed SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) with a witness who has a rank of E-7 or higher.		SGLV Form 8286		
52	Scan SGLV Form 8286 (iPERMS)	Personnel Manager or Designated Administrative Personnel scans the signed SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) into the Interactive Personnel Electronic Records Management System (iPERMS).		SGLV Form 8286	iPERMS	
53	Monitor record (iPERMS)	Personnel Manager or Designated Administrative Personnel monitors the iPERMS record and ensure the information on SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate) is updated within seven business days.		SGLV Form 8286	iPERMS	